

## **STUDENT HELPER**

Code No: 5-19-027  
LABOR

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing routine work to assist school faculty and staff members in a variety of clerical, academic support, or laboring tasks. These employees are currently enrolled in either high school or college and work part-time while attending school. The Student Helper works under direct supervision from, and reports directly to, a professional staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in distributing books and other materials to classrooms;

Assists staff members in lunchroom and classroom supervision;

Reviews academic material with students;

Performs routine clerical work;

Performs routine manual work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to perform routine clerical and manual work; ability to get along well with others; ability to review academic material, ability to understand and follow directions; dependability; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Enrollment as a high school or college student.

**ADOPTED:** September 23, 1971

**REVISED:** July 23, 1987

**REVISED:** July 8, 2013